

Minutes of the Personnel Committee
Tuesday, February 7, 2006

Chair Paulson called the meeting to order at 1:00 p.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Duane Paulson (Chair), Bonnie Morris, Rob Hutton, Genia Bruce, and Bob Thelen.

Absent: Supervisors Tom Bullermann and Jeff Morris. Supervisor Hutton arrived at 1:03 p.m.

Also Present: Chief of Staff Lee Esler, Employment Services Manager Sue Zastrow, Labor Relations Manager Jim Richter, Office Services Coordinator Windy Jicha, Employee Benefits Administrator Pete Hans, Senior Human Resources Analyst Renee Gage, Director of Administration Norm Cummings.

Approve Minutes of 1/3/06

MOTION: B. Morris moved, Thelen second, to approve the minutes of January 3, 2006. Motion carried 4-0.

Schedule Next Meeting Dates

- February 7th
- February 21st

Chair's Executive Committee Report of 2/6/06

Paulson advised of the following issues discussed at the last Executive Committee meeting:

- Two WCFLS ordinances to accept grant funds
- 2006 Audit Plan
- DHHS Contract Procedures Audit
- Ordinance to adopt forfeiture schedule for citations issued for violations of the storm water management and erosion control
- Appointment of Jeff Steliga to the Library Board
- Legislative Update

Supervisor Hutton arrived at 1:03 p.m.

Approve Revised Classification Specification for Emergency Management Coordinator

Zastrow said this is a very visible position with lots of interaction with the public, press and different organizations. The job classification specification was updated to emphasize these duties but overall no substantial changes were made. Because we are now hiring for this position, we want the new person to clearly understand the duties and responsibilities of the position.

Hutton asked do other counties have an emergency management coordinator and does this job description mirror other counties' descriptions? Zastrow said she didn't know. When the position was created, we checked with other counties but have not done so since. We've made changes to the specification through time as needed.

Paulson said this didn't go through job content. Is there anything here that would upgrade the salary? Zastrow said nothing changed that would change the salary level so it wasn't necessary to take it to the Job Content Committee.

MOTION: Bruce moved, Thelen second, to approve the revised classification specification for the Emergency Management Coordinator. Motion carried 5-0

Discuss the Salaries of the Pathologist and Medical Examiner

Zastrow said Waukesha County's forensic pathologist resigned and we are recruiting to fill the position. When the medical examiner received the resignation, she asked human resources to do a salary survey to see what other counties across the nation are paying pathologists. Gage completed a survey and found we are at the low end. Based on this information, we are proposing to increase the salary ranges for the forensic pathologist and medical examiner. The medical examiner is going to a conference this month with pathologists where she will network and recruit for the opening. The medical examiner told human resources staff that 30 people become certified annually to do this work so it is important we are competitive. The current position and salary are advertised on the county website but no bites yet.

Zastrow said they are recommending creating two new salary ranges 7% above the current minimums with a 35% spread and minimum, midpoint and maximum salaries. For recruitments, departments could only hire above the midpoint with the approval of the Director of Administration's approval. We are bringing it to the committee today instead for approval of the concept. Zastrow said this won't change the medical examiner's current salary but it will affect her potential maximum salary. Her wages can increase 2% annually.

Gage said the pathologist is leaving to become the medical examiner in Outagamie County, which is an increase in pay and responsibility.

Esler said in the current salary structure, the salaries of the medical examiner and forensic pathologist don't overlap. There would be an overlap in the proposed salary structure. Is this important from a human resources point of view? There is the possibility of the subordinate making more money than the department head. Do you see this as a problem that people with the same skill level could achieve the same pay? Zastrow said we would like to put in the ordinance that if the department wants to hire at a salary above the mid point, the director of administration would have to approve it. In the open system now, we have a prevailing rate and we cannot hire above prevailing rate. Typically for a step range employee, we can hire at a higher range with approval.

B. Morris asked when is the pathologist leaving and what will we do while the position is open to handle the workflow? Gage said the pathologist is leaving February 25th. Cummings said the person leaving has agreed to contract out with us until we can hire someone else. If he isn't available, there are other medical examiners we could contract with.

MOTION: Thelen moved, B. Morris second to agree with the proposal outlined in the handouts on adjustments for the Pathologist and Medical Examiner. Motion carried: 5-0.

Update on the Deferred Compensation Request for Information and Recommendation

Hans explained the RFI process. The advisory committee recommended ICMA as the county's deferred compensation program provider. Hans explained the following advantages of having ICMA as the sole vendor: improves the county's negotiating power, provides revenue sharing capabilities, eliminates "fixed account" restrictions, accommodates a "Best of Class" lineup, the county can develop its own investment policy statement and an increased educational commitment. The disadvantages to selecting ICMA as the sole vendor are that this affects the majority of employees and change may be difficult for some, there are educational challenges for options and Web site use, and changes in the fixed account affects more than 27% of assets.

The money invested in Nationwide will be transferred to ICMA with the conversion taking twelve weeks. The employees won't have to do anything because we have mapped out like investments by fund classification for the employees. Once the process is complete, employees can reinvest their own assets. We will conduct group and one-on-one meetings to educate employees on the conversion. We're finalizing negotiations with ICMA. This item should come before the county board via ordinance on February 28, 2006. In the future, a employee investment advisory committee will be established.

Cummings said with ICMA there are five new mutual funds with better Morningstar rankings. The advantage to going to one company will be the revenue sharing of \$65K from ICMA. The actual amount will go up and down based on where the money is invested. Revenue sharing monies will benefit employees by paying for an advisor to the investment advisory committee. A small amount of the revenue sharing will be used to enhance the meetings between financial consultants and participants. Some of the shared revenues will be used to cover market value adjustment fees charged to each fixed account by Nationwide when you leave the account. The money will make them whole so participants do not have to pay the fees. The total package is a five-year contract. Our employees will benefit \$1,575,000 between revenue sharing and the elimination of asset fee charges.

B. Morris said some employees have life insurance through Nationwide. What will happen to those accounts? Hans said in the 1980s, Nationwide offered life insurance to employees for purchase with pretax money. The purchasers got good investment rates on their purchases. Nationwide was the conduit or record keeper for the life insurance purchases but didn't actually sell the product. After the conversion, ICMA will keep these accounts for us in a similar manner as Nationwide did at no additional cost. The mechanical details of this still need to be worked out.

Paulson asked could new employees get involved in this plan? Hans said no they cannot but it is an option we could investigate in the future.

Hutton asked what final issues are in negotiation? Cummings said we are finalizing wording on revenue sharing.

Hutton asked why the county is not dispersing the revenue sharing with employees? Cummings said it is difficult to disperse. We don't want to have to figure out how to disperse that money. The money will be used to pay for an advisor. Hans said revenue sharing wasn't the decision maker in this deal. We want to provide better investment options for employees.

Cummings said we have a grievance from the deputies union that will be heard shortly. In the meantime, we won't hold this up. Hans said the union presidents/representatives were invited to the meetings. Cummings said the union representatives attended meetings except the earlier ones. The union has been told that administration is not holding up this ordinance for the grievance. Cummings said he is surprised by the grievance.

Closed Session

MOTION: Bruce moved, Hutton second, to go into closed session at 2:19 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues AFSMCE Master Unit Local 2494 and to approve the closed session minutes of November 15 2005. Motion carried

MOTION: Bruce moved, Hutton second, to return to open session at 2:34 p.m. Motion carried 5-0.

MOTION: Bruce moved, Thelen second, to adjourn the meeting at 2:34 p.m. Motion carried 5-0.

Respectfully submitted,

Bonnie J. Morris
Secretary